



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

12-08

| DEPARTMENT | DIVISION | SECTION | PERMANENT <input checked="" type="checkbox"/> | NON-PERMANENT <input checked="" type="checkbox"/> |
|--|---|--|--|--|
| ITEM NO. | DESCRIPTION | RETENTION PERIOD | SPECIAL INSTRUCTIONS | |
| TUBERCULOSIS PROGRAM | | | | |
| 1. | Active Tuberculosis Disease Case Charts – hard copy | (7) years from date of submission to TB Program or initial/first entry into database (TBdb). | | |
| 2. | Latent Tuberculosis Infection Case Charts – hard copy | (7) years from date of submission to TB Program or initial/first entry into database (TBdb). | | |
| 3. | Colorado Tuberculosis Database (TBdb) | Permanent | | |
| REFUGEE PROGRAM | | | | |
| 4. | Refugee Overseas Physicals | (7) years from initial screening. | | |
| 5. | Screening and Assessment | (7) years from initial screening. | | |
| 6. | Immunizations | (7) years from initial screening. | | |
| 7. | Laboratory Results | (7) years from initial screening. | | |
| 8. | Refugee Database | Permanent | | <i>No record(s) shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.</i> |
| I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual. | | | | |
| State Archivist's Signature <i>Terry Ketelsen</i> | | Date <i>11/14/2011</i> | Records Liaison Officer's Signature <i>Terry Hannah</i> | |
| Attorney General's Signature <i>John W. Suthers by [Signature]</i> | | Date <i>03/12/2012</i> | State Auditor's Signature <i>Herrie Hunter</i> | |